



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 OFFICE OF THE COMMISSIONER
 BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
 Commissioner

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February 23, 2016

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Bureau of Human Resource Management to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2016 funds to Jeanette Catton, Family Services Associate for the Division Family Assistance in the amount of \$3,290.61. This payment is to compensate the employee for a wage garnishment that was set up in error for State Fiscal Year (SFY)2014/2015. The funds to be paid will be 100% General Funds.

**05-95-45-4500100-7993 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES
 DIVISION OF CLIENT SERVICES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Jeanette Catton	010-500100	Personal Services-Perm. Class.	45102011	\$3,290.61
Jeanette Catton	060-500601	FICA (Permanent)	45102011	\$204.00
Jeanette Catton	060-500604	Employee Retirement (Permanent)	45102011	\$405.00
Jeanette Catton	060-500631	Medicare Coverage (Permanent)	45102011	<u>\$48.00</u>
		Total		<u>\$3,947.61</u>

EXPLANATION

This request is made retroactively because Ms. Catton was set up with a wage garnishment in State Fiscal Year 2014/2015 that was not valid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Catton took a voluntary demotion into her Family Services Associate position in the middle of a pay period, half should have been paid at the higher hourly rate and half at the lower rate. The employee was paid at the higher rate for the entire pay period, resulting in an overpayment of \$76.50. Ms. Catton should have made a one-time payment of \$76.50, instead, she was set up with a recurring payment of \$76.50 that has continued for over 2 years. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of garnished wages to Ms. Catton.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

05-95-45-45102011-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: DIVISION OF JUVENILE JUSTICE SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Jeanette Catton	010-500100	Personal Services-Perm. Class.	45102011	\$3,290.61	
Jeanette Catton	060-500601	FICA (Permanent)	45102011	\$204.00	0.062
Jeanette Catton	060-500604	Employee Retirement (Permanent)	45102011	\$405.00	0.123
Jeanette Catton	060-500631	Medicare Coverage (Permanent)	45102011	\$48.00	0.0145
Total				<u>\$3,947.61</u>	